

SUBCHAPTER H—CLAUSE AND FORMS

PART 2952—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Sec.

2952.000 Scope of part.

Subpart 2952.1—Instructions for Using Provisions and Clauses

2952.102-1 Incorporation by reference.

2952.170 Deviations.

AUTHORITY: 5 U.S.C. 301; 40 U.S.C. 486(c).

SOURCE: 50 FR 8940, Mar. 5, 1985, unless otherwise noted.

2952.000 Scope of part.

This part implements FAR part 52 which sets forth contract clauses for use in connection with the acquisition of personal property and nonpersonal services (including construction).

Subpart 2952.1—Instructions for Using Provisions and Clauses

2952.102-1 Incorporation by reference.

(a) Preprinted standard general provisions sets will be maintained by the Office of Procurement and Grant Policy, Directorate of Procurement and Grant Management, and distributed to DOL contracting activities for use during the initial FAR and DOLAR familiarization period. Contracting activities will be responsible for inserting necessary additions and alterations into individual contracts to ascertain that the general provisions are current and appropriate to the circumstances of the individual contract.

(b) At a later date, when the FAR general provisions are familiar to both DOL personnel and the Department's contractors, the general provisions will be incorporated by reference.

2952.170 Deviations.

(a) Individual or class deviations of provisions and clauses in FAR part 52 shall be authorized by the Director, Directorate of Procurement and Grant Management, as prescribed in subpart 2901.4.

(b) Any FAR provision or clause used with a deviation authorized in accordance with paragraph (a) of this section shall be identified as prescribed in FAR 52.103.

PART 2953—FORMS

Sec.

2953.000 Scope of part.

Subpart 2953.1—General

2953.103 Exceptions.

2953.108 Recommendations concerning forms.

2953.170 Forms for collection of information.

Subpart 2953.2—Prescription of Forms

2953.200 Department of Labor forms.

Subpart 2953.3—Illustration of Forms

2953.300 Scope of subpart.

2953.303 Agency forms.

2953.303-DL 1-1 Department of Labor Form DL 1-1, Requisition for Equipment, Supplies, or Services.

2953.303-DL 1-90 Department of Labor Form DL 1-90, Purchase Order.

2953.303-DL 1-194 Department of Labor Form DL 1-194, Certification Prior to Acquisition of Filing Equipment.

2953.303-DL 1-2004 Department of Labor Form DL 1-2004, Small Business Procurement Determination.

AUTHORITY: 5 U.S.C. 301; 40 U.S.C. 486(c).

SOURCE: 50 FR 8940, Mar. 5, 1985, unless otherwise noted.

2953.000 Scope of part.

This part (a) prescribes Department of Labor (DL) forms for use in acquisition, (b) illustrates these forms, and (c) contains procedures for exceptions to forms prescribed in FAR part 53 or this part 2953.

Subpart 2953.1—General

2953.103 Exceptions.

(a) Requests for exceptions to standard forms in FAR part 53 shall be submitted, as prescribed in FAR 53.103, to the Director, Directorate of Procurement and Grant Management, for further action.

(b) Requests for exceptions to Department of Labor (DL) forms in part

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2953.303

2953 shall be handled as deviations (see subpart 2901.4).

2953.108 Recommendations concerning forms.

Recommendations concerning forms (see FAR 53.108) shall be made as prescribed in 2901.304(e).

2953.170 Forms for collection of information.

In accordance with the Paperwork Reduction Act of 1980 and 5 CFR part 1320, DOL Agencies/Offices imposing forms under contracts or subcontracts requiring the collection of information on identical items from 10 or more members of the public must obtain approval from the Office of Management and Budget.

Subpart 2953.2—Prescription of Forms

2953.200 Department of Labor forms.

This subpart prescribes Department of Labor (DL) forms for use in acqui-

sition. Consistent with the approach used in FAR subpart 53.2, this subpart is arranged by subject matter, in the same order as, and keyed to, the parts of the DOLAR in which the form usage requirements are addressed.

Subpart 2953.3—Illustrations of Forms

2953.300 Scope of subpart.

This subpart contains illustrations of Department of Labor (DL) forms used in acquisition.

2953.303 Agency forms.

This section illustrates Department of Labor (DL) forms specified by the DOLAR for use in acquisitions. The forms are illustrated in numerical order. The subsection numbers correspond with the DL form numbers.

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2953.303-DL 1-1 Department of Labor Form DL 1-1, Requisition for Equipment, Supplies, or Services.

DL FORM 1-1, REV. OCTOBER 1968

2953.303-DL 1-90

2953.303-DL 1-90 Department of Labor Form DL 1-90, Purchase Order.

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Invitation No.	Contract No.	Time for Delivery	Discount Terms
FOB Point	Ship Via		Gov't B/L No.

Item No.		Quantity	Unit	Unit Price	Amount
				Total	

22-DIGIT ACCOUNTING CODE

10-31

Payment will be made after receipt of articles ordered and upon proper completion and submission of invoice in triplicate to:

Signature _____

Name _____

Title _____

(Authorized Purchasing Officer)

DL Form 1-90
(Rev. Jan. 1976)

PURCHASE ORDER TERMS AND CONDITIONS

152.252-2 CLAUSES INCORPORATED BY REFERENCE (Apr 1984). This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)
CLAUSES

- 52.203-1 Officials Not to Benefit (Apr 1984)
- 52.203-3 Gratuities (Apr 1984)
- 52.203-4 Covenant Against Contingent Fees (Apr 1984)
- 52.212-9 Variation in Quantity (Apr 1984) (In the preceding clause the permissible variations are stated in the schedule)
- 52.215-1 Examination of Records by the Comptroller General
- 52.219-13 Utilization of Women-Owned Small Businesses
- 52.222-3 Convict Labor (Apr 1984)
- 52.222-4 Contract Work Hours and Safety Standards Act—Overtime Compensation—General (Apr 1984)
- 52.222-20 Walsh-Healey Public Contracts Act
- 52.222-26 Equal Opportunity (Apr 1984)
- 52.222-36 Affirmative Action for Handicapped Workers (Apr 1984)
- 52.222-40 Service Contract Act of 1965—Contracts of \$2,500 or Less (Apr 1984)
- 52.222-41 Service Contract Act of 1965 (Apr 1984)
- 52.225-3 Buy American Act—Supplies (Apr 1984)
- 52.232-1 Payments (Apr 1984)
- 52.232-8 Discounts for Prompt Payment (Apr 1984) (With Alternate 1)
- 52.233-1 Disputes (Apr 1984)
- 52.243-1 Changes—Fixed Price (Apr 1984)
- 52.249-1 Termination for Convenience of the Government (Fixed Price) Short Form) (Apr 1984)

Department of Labor

2953.303-DL 1-194

2953.303-DL 1-194 Department of Labor Form DL 1-194, Certification Prior to Acquisition of Filing Equipment.

2953.303-DL 1-194 Department of Labor Form DL 1-194, Certification Prior to Acquisition of Filing Equipment.

Certification Prior to
Acquisition of Filing Equipment

U.S. Department of Labor



1. Requisition Number

Instructions

For standards and procedures pertaining to the disposition of records and utilization of filing equipment, refer to DLMS Chapter 1-Records Management. Prepare original and attach to requisition. Requests originating in the National Office will be routed to Division of Information Storage and Disposition Policy, DMPS, OASAM. Field locations will route requests to the RA, OASAM.

To

3 From: (Requesting Office)

This request pertains to: (Check One) ☐ A. Acquisition of filing cabinets
☐ B. Acquisition of other filing equipment

Certification

I hereby certify that actions prerequisite to requesting excess, rehabilitated, or new filing equipment have been completed as indicated below:

- ☐ a. Agency records have been disposed of in accordance with the General Records Schedules or approved Agency Records Schedules.
- ☐ b. Retention periods for records no longer required have been reduced to the absolute minimum.
- ☐ c. Inactive records have been retired to the Federal Records Centers.
- ☐ d. Contents of filing cabinets have been rehoused in more economical equipment where appropriate.
(For example: shelf filing for records, shelving, storage cabinets, and similar equipment for stocks of forms, publications and office supplies.)
- ☐ e. Filing cabinets are being fully utilized, including top and bottom drawers, for housing records.
(Drawers filled to optimum extent - usually 3/4 full to permit ready filing and finding; contents of cabinets that are less than half full have been consolidated.)
- ☐ f. Filing cabinets have been redistributed within the Agency to meet needs for special types and sizes of cabinets.
- ☐ g. Stocks of filing cabinets have been reduced to immediate needs and any unneeded cabinets have been reassigned to points of shortage within the Agency or reported as excess to OASAM.
- ☐ h. The requested equipment will not be used to house records that are eligible for disposition or retirement.

Signature of Agency Records Officer (or Agency Regional Administrator)

Date

Approved

Signature of Departmental Records Officer or Regional Administrator—OASAM

Date

DL Form 1-194 (Rev. June 1983)

2953.303-DL 1-2004

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2953.303-DL 1-2004 Department of Labor Form DL 1-2004, Small Business Procurement Determination.**2953.303-DL 1-2004 Department of Labor Form DL 1-2004, Small Business Procurement Determination.**Small Business
Procurement Determination

U.S. Department of Labor

**Procurement Office**

Name and address of Contracting Officer

Telephone Number

Number and Date of Requisition

Procurement Control Number

1. Description of proposed product and/or service

3. Estimated Cost

4. Proposed period of performance

5. Has exact item/service been procured previously?

2. Proposed method of procurement

- (a) _____ 8(a) Procedures
 (b) _____ 100% Small business/labor surplus area set-aside
 (c) _____ 100% Small business set-aside
 (d) _____ Partial small business/labor surplus area set-aside
 (e) _____ Partial small business set-aside
 (f) _____ 100% Labor surplus area set-aside/large business
 (g) _____ Unrestricted—proprietary item (explain below)
 (h) _____ Unrestricted—insufficient small business competition (explain below)
 (i) _____ Other (specify)

Comments:

6. Previous contract number:

7. Date of previous award:

8. Previous method of procurement:

9. Total number of responses received:

10. Number of responses from small business:

11. Name and location of previous contractor:

- ☐ Small business
☐ Large business

12. Total price:

Signature of Contracting Officer

Date

Review by Small and Disadvantaged Business Specialists

- _____ I concur with the recommendations of the Contracting Officer
 _____ I do not concur with the recommendations of the Contracting Officer

Comments:

Signature of Small and Disadvantaged Business Specialist

Date

Review by the Small Business Administration's Procurement Center Representative

- _____ I concur with the recommendations
 _____ Please solicit additional sources attached
 _____ I do not concur with the recommendations and request suspension of this procurement action pending an appeal under FPR 1-1.706-2 (a) (1).
 SBA Form 70 is attached.

Signature of Small Business Administration's Procurement Center Representative

Date

DL 1-2004
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